



INTERNSHIP APPLICATION/QUESTIONNAIRE

General Information (please print)

Name: _____ Phone Number: _____

Present Address: _____
Street City State Zip

E-mail address: _____

Requested Internship (please check one):

- _____ 2013 Fall Internship (September - December)
- _____ 2014 Winter/Spring Internship (February - May)
- _____ 2014 Spring/Summer (March - July)
- _____ 2014 Summer (June - August)

School/University _____ Expected Graduation Date _____

_____ *Yes, I can receive school credit*
 Professor _____ Hours Required _____
 Major/Minor _____
 _____ *No, I cannot receive school credit*

Interest – please mark top 3 areas of interest

- _____ Auction
- _____ Marketing/Promotions/Registration
- _____ Hospitality
- _____ Public Relations/Social Media
- _____ Volunteer Coordination
- _____ Sponsorship Fulfillment/Sales

Computers:

*Please rate on a scale of 1 to 5 how familiar you are with the following computer programs:
 (1 being not familiar, 5 being an expert)*

_____ Word _____ Excel _____ PowerPoint _____ Photoshop

Availability

Please mark the times that you are available to work in the office. This does not mean that you will be working everyday; we will work out a schedule with you.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

INTERNSHIP QUESTIONS

1. Why are you interested in the areas you marked down?
2. What other commitments do you have? (job)
3. What are your strong points?
4. Have you done anything in the past (or currently) that might prepare you for this internship?
5. Do you work better in a structured or a free environment?
6. Do you see yourself as a flexible person? Why do you think this is an important quality?
7. What is your ultimate “dream” job?
8. Please list any internship experiences you have had:
9. Please give a brief description of your internship goals:
10. Please tell us why you think you would be an asset to our company.